

# Godstowe

## School Policy

### Pastoral Care

---

#### Introduction

At Godstowe we take pride in the knowledge that we have a caring school; one where staff take very seriously their in loco parentis responsibility. All pupils are viewed as individuals and their social welfare deemed as important in its own right as being inextricably linked with behaviour and academic progress. We accept that an effective system of pastoral care will be tripartite, successfully integrating the efforts and concerns of pupils, parents and staff. As a school we value greatly the support received from parents in such matters and regard such support as vital in achieving a successful outcome.

This document outlines our approach, facilities and arrangements for the proper provision of pastoral care within the school, to help develop the potential of each child to the full.

---

#### The Management of Pastoral Care

The Headmaster, supported by Mrs Gainer in relation to boarding matters, has overall responsibility for the Pastoral Care Policy operating within the school.

The Deputy Head Pastoral is responsible for day to day organisation of pastoral matters and is the first point of contact for Heads of Division dealing with incidents of a pastoral nature.

---

#### The Pastoral Team

The Pastoral system at Godstowe is formally organised on a divisional basis within school and on house system within Boarding.

In school the Tutor is seen as the key person in the pastoral system. They develop an overview of each pupil's progress at Godstowe and look after their welfare.

The work of Tutors is co-ordinated by the Heads of Division who are kept fully informed about any pupil who is causing concern or deserving of special mention. Parents are kept fully informed of any issues that arise relating to their child. The Deputy Head Pastoral should be kept updated and briefed on all significant matters.

In the Boarding houses the House Mistress and her staff care for the wellbeing of each and every girl in their care.

---

#### The role of the Head of Division

The Head of Division oversees both the academic progress and pastoral care of all girls in her division. They hold regular meetings with their Tutors; support them in their role and co-ordinate tutorial activities. They liaise with the Head of Division in the years above and below at the end of each academic year to ensure that there is a smooth transition from one division to another. They are responsible for the induction of new girls to Godstowe.

## **The role of the Tutor**

---

The form tutor plays an important role in helping girls learn how to organise themselves and their belongings.

- The form tutor is responsible for
- Meeting with their tutor group between 8.25 - 8.40 and 4.00 – 4.10 daily
- Taking the register, recording and investigating absences
- Checking that bags are packed for lessons
- Making sure lockers, desks, form rooms and cloakrooms are kept tidy
- Making sure girls are wearing the correct uniform
- Checking that prep is collected in and taken to the teacher concerned
- Passing on all information concerning that day or week's events
- Keep the form notice board up to date and tidy
- Appointing monitors, deputies and pupil council representatives at the beginning of each term
- Keeping their forms profiles up to date
- Close monitoring of pastoral concerns and the academic progress of each pupil
- Liaising with parents as appropriate
- Making sure that the Heads of Division are fully informed of any issues that arise
- Collating reports at the end of the term for each girls and making sure that the pastoral reports are completed by the girls
- To discuss reports with girls and set appropriate targets (academic and/or pastoral)
- To check homework diaries and note all rewards given in the previous week
- To give examination timetables to pupils and help them plan revision
- To use tutor time to get to know the girls and carry out any tasks directed by the Head of division

## **Sister**

---

Within her role, Sister may become aware of pastoral matters. She plays a significant part in reassuring girls and liaising with the appropriate staff.

## **The Independent listener**

---

Godstowe has appointed an Independent listener who is available for girls or staff to talk to on a regular basis. Feedback is provided on a termly basis to the Headmaster.

## **Support Services**

---

We recognise that some pastoral matters lie beyond the expertise of teachers and hence we have contact with the Education Welfare Office, Educational Psychologists and Councillors. It is important to stress that girls cannot be seen by the Educational Psychologist or Councillor without the prior consent of parents. The school engages the services of appropriate personnel when necessary.

## **Pastoral care in operation**

---

The following processes/systems provide a framework for meeting the aims of our Pastoral Care Policy:

We believe that communication is fundamental to maintaining a strong and effective pastoral system at Godstowe

- Daily contact between girls and their form tutors;
- Regular contact and informal discussions between heads of division and their tutors;
- Weekly meetings between the Headmaster and the housemistresses boarding issues and individual girl's progress;
- Weekly meetings between the deputy heads, heads of division, house mistresses and sister to discuss pastoral issues;
- Weekly meetings between heads of division, deputy heads and the Headmaster pertaining to issues that have occurred in school;
- Briefing sessions held three times a week with teaching and boarding staff;
- One lesson a week is allocated to meetings: heads of division meet with their tutors; general staff meetings; curriculum meetings. Similar meetings held at the beginning of every term;
- Care and attention given to girls in the boarding houses by the house mistresses and their staff;
- A full time nursing sister;
- An independent listener who regularly visits Godstowe;
- Weekly division assemblies led by the Head of Division;
- Whole school assemblies led by the Headmaster with a weekly theme e.g. friendship;
- PSHE lessons which provide an opportunity to discuss issues and needs expressed by both staff and pupils;
- A behaviour policy (see behaviour policy – expectations) where the emphasis is on encouraging positive behaviour and raising self esteem;
- A system of awards recognising achievement, effort and citizenship;
- A belief that every child should be treated as an individual taking into account learning difficulties, more able needs, EAL and learning preferences;
- Time allocated during the year for tutors to speak individually to girls;
- Child protection training given to all staff as part of the induction process. All appropriate child protection procedures in place. (Child protection policy).

### **Pastoral care (recording)**

---

- Minor incidents: sorting out arguments between girls; checking girls are wearing the correct uniform; finding lost items of clothing or bags; are not recorded
- Stealing, lying, bullying, being mean to others etc are all considered more serious incidents and are recorded on files in the heads of division office
- On the front of each file is a tutor list and every time an entry is made in a file the date of the entry is recorded giving the head of division an overview of year and tutor groups
- Any serious incident is recorded on a file in the Headmaster's study. Such an incident will be recorded on paper and placed in a sealed envelope on the child's file

### **Sanctions**

---

When children's behaviour falls below an acceptable standard a range of sanctions may be used to encourage better behaviour.

A firm reprimand from a member of staff is usually sufficient to correct most misbehaviour at Godstowe. However, if this fails to correct the behaviour of a pupil the following procedures may be adopted:

- Time out – This may mean sitting in the foyer during break;
- Completing or repeating work;
- Loss of privileges;
- Given a report card that needs signing at the end of every lesson;
- A verbal discipline from a senior member of staff;
- Writing a letter of apology;

- A letter or telephone call to a parent;
- A meeting with a parent;
- A detention;
- Suspension for a few days from school;
- Expulsion.